

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES



**Architectural Associate**  
**Examination Type: Open – Statewide**  
**Examination Code: 1GS70**  
**Final Filing Date: Continuous**

**CLASSIFICATION DETAILS**

**Salary Range:**

Architectural Associate: \$6,068.00 – \$7,597.00 per month

View the [Architectural Series classification specification](#)

**APPLICATION INSTRUCTIONS**

**Who Should apply:**

This is an open-statewide, continuous examination administered by the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Once you have taken this exam you may not re-take it for **twelve (12)** months.

**How to Apply:**

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **AND** Qualifications Assessment. The Qualifications Assessment can be found after this exam bulletin in this document.

You may submit your examination package by mail to:

**Department of General Services**  
**Office of Human Resources**  
**Attention: Examination Unit**  
**P.O. Box 989052**  
**West Sacramento, CA 95798-9052**

Or in person at:

**707 3rd Street, 7<sup>th</sup> Floor**  
**West Sacramento, CA 95605**

**Note:**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address as listed above.

Resumes alone will not be accepted. The examination title must be indicated on the application. A FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.

Completed and signed exam applications (STD. 678), and Qualifications Assessments must be

received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail, or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on the application. You will be contacted to make specific arrangements.

### **Requirements for Admittance to the Examination:**

Applicants must meet the experience/education Minimum Qualifications by the cut-off date. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

**Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

Qualifying experience may be combined on a proportionate basis if the Minimum Qualifications stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

## **TEST DATES**

Application and Qualification Assessment postmarked, personally delivered, or received via interoffice mail by the cut-off date will be processed for that month's administration, however, if the Application and Qualification Assessment is received after the cut-off date, it will be held for the next scoring period.

The cut-off dates will be as follows:

**May 15, 2022**

**June 15, 2022**

**September 15, 2022**

**December 15, 2022**

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the department.

## MINIMUM QUALIFICATIONS

### Pattern I

In the California state service, either:

Two years of experience in the California state service as an Architectural Assistant, Range B.

### Pattern II

Four years of architectural drafting experience, two years of which shall have involved making complete drawings of a wide variety of buildings. Experience must have been equivalent in level of responsibility to an Architectural Assistant, Range B, in the California state service. (Note: Experience must have been in building architecture.) **and**

**Education:** Equivalent to graduation from college with a degree in architecture or architectural engineering in an accredited four-year curriculum from a school of architecture. (Registration as a senior in an accredited school of architecture or equivalent degree program approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 will admit applicants to the examination but they must present evidence of graduation or its equivalent before he/she can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of the general educational requirement on the basis that one year of experience is equivalent to 30 semester or the equivalent number of quarter units of education.)

**NOTE:** Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, official transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

## THE POSITION

This is the full journey level in this series. Under the direction of an Architect or Architectural Senior, an Architectural Associate does difficult design and prepares the most difficult drawings, by making tracings or by CADD; prepares and checks as-built drawings and construction change orders for all types of buildings and appurtenances; plan-checks all types of project drawings; reviews difficult shop drawings or materials submittals; performs difficult architectural computations; secures basic and most difficult field information for the preparation of preliminary design and final plans; assists in program development; researches and collects information on special building materials and equipment; performs difficult code searches; interprets difficult codes; prepares draft specifications; develops preliminary and final design; develops special standard details; works as a group leader on less difficult projects.

**Positions exist statewide.**

## EXAMINATION SCOPE

This examination consists of the following components:

### **Qualifications Assessment - Weighted 100%**

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list.

**NOTE:** It is especially important that each applicant take special care to fill out their application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

## **CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.**

### **Scope:**

Candidates should be prepared to answer questions related to the following areas:

### **Knowledge of:**

1. Various materials and systems used in building construction and their commercial units.
2. Architectural and construction details and architectural practices in making designs. and working drawings for building construction purposes.
3. Detailing and building components.
4. Applicable building codes and ordinances.
5. Architectural drafting procedures and equipment.
6. State-of-the-art technology, i.e., CADD and personal computers, used in the preparation of architectural drawings.
7. Architectural history and design encompassing environmental, energy and user needs.
8. Basic safe work practices to protect safety and health.
9. Architectural planning and details for building construction and materials.
10. Methods of directing and scheduling the work of others and other leadperson responsibilities.

### **Ability to:**

1. Communicate effectively at a level required for successful job performance.
2. Read and interpret plans and specifications.
3. Make neat and accurate architectural drawings and tracings.
4. Prepare lists of materials from architectural plans.
5. Detect errors and discrepancies in plans and specifications.
6. Organize data and prepare reports and specifications in clear and concise form.
7. Use state-of-the-art technology, i.e., CADD and personal computers.
8. Do architectural design and drafting.
9. Select appropriate finish materials and colors.
10. Direct and coordinate the work of others.
11. Act as a group leader on less difficult projects.
12. Analyze situations accurately and adopt an effective course of action.
13. Research and interpret applicable building and safety codes.
14. Communicate effectively.
15. Do architectural design and drafting for large and difficult projects.
16. Perform architectural computation.

## **ELIGIBLE LIST INFORMATION**

An Open-Statewide eligible list will be established for all departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: [Exams@dgs.ca.gov](mailto:Exams@dgs.ca.gov)

California Relay Service: 7-1-1 (TTY and voice).

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

**Applications are available** at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at [CalCareer Account](#).

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the

eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services reserves the right** to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Bulletin Revision Date: 04/22



## ARCHITECTURAL ASSOCIATE Qualifications Assessment

### TABLE OF CONTENTS

General Instructions.....	1
Required Documents for the Examination Package .....	2
Mailing Instructions.....	2
Candidate Information .....	3
Prior State Employment Information.....	3
Conditions of Employment.....	3-4
Address or Availability for Employment Changes.....	4
Experience Assessment – Qualifications Assessment .....	5
Affirmation Statement .....	13

### GENERAL INSTRUCTIONS

#### READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the **ARCHITECTURAL ASSOCIATE** classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by all state departments to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

## REQUIRED DOCUMENTS FOR THE EXAMINATION PACKAGE

The Examination Package consists of the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

## MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General  
Services Office of Human  
Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA  
95605 Attention:  
Examination Unit

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

### Note:

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the final filing date will be disqualified from the examination.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.



# ARCHITECTURAL ASSOCIATE

## Qualifications Assessment

### CANDIDATE INFORMATION

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
------------------------------	-----------------------------	-----------------------------------------

### CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form below.

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- |                                                     |                                                  |
|-----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> (D) Permanent Full-Time    | <input type="checkbox"/> (R) Permanent Part-Time |
| <input type="checkbox"/> (K) Limited-Term Full-Time | <input type="checkbox"/> (A) Any                 |

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

## **LOCATION(S) YOU ARE WILLING TO WORK:**

☐ (5) **ANYWHERE IN THE STATE** – If checked, no further selection is necessary

### **NORTHERN CALIFORNIA**

- |                                         |                                         |                                          |                                       |
|-----------------------------------------|-----------------------------------------|------------------------------------------|---------------------------------------|
| <input type="checkbox"/> 0400 Butte     | <input type="checkbox"/> 1700 Lake      | <input type="checkbox"/> 3100 Placer     | <input type="checkbox"/> 4900 Sonoma  |
| <input type="checkbox"/> 0600 Colusa    | <input type="checkbox"/> 1800 Lassen    | <input type="checkbox"/> 3200 Plumas     | <input type="checkbox"/> 5100 Sutter  |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 5200 Tehama  |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 2500 Modoc     | <input type="checkbox"/> 4500 Shasta     | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1100 Glenn     | <input type="checkbox"/> 2800 Napa      | <input type="checkbox"/> 4600 Sierra     | <input type="checkbox"/> 5700 Yolo    |
| <input type="checkbox"/> 1200 Humboldt  | <input type="checkbox"/> 2900 Nevada    | <input type="checkbox"/> 4700 Siskiyou   | <input type="checkbox"/> 5800 Yuba    |

### **CENTRAL CALIFORNIA**

- |                                            |                                        |                                               |                                           |
|--------------------------------------------|----------------------------------------|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> 0100 Alameda      | <input type="checkbox"/> 1500 Kern     | <input type="checkbox"/> 2700 Monterey        | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0200 Alpine       | <input type="checkbox"/> 1600 Kings    | <input type="checkbox"/> 3500 San Benito      | <input type="checkbox"/> 4400 Santa Cruz  |
| <input type="checkbox"/> 0300 Amador       | <input type="checkbox"/> 2000 Madera   | <input type="checkbox"/> 3800 San Francisco   | <input type="checkbox"/> 4800 Solano      |
| <input type="checkbox"/> 0500 Calaveras    | <input type="checkbox"/> 2100 Marin    | <input type="checkbox"/> 3900 San Joaquin     | <input type="checkbox"/> 5000 Stanislaus  |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4000 San Luis Obispo | <input type="checkbox"/> 5400 Tulare      |
| <input type="checkbox"/> 1000 Fresno       | <input type="checkbox"/> 2400 Merced   | <input type="checkbox"/> 4100 San Mateo       | <input type="checkbox"/> 5500 Tuolumne    |
| <input type="checkbox"/> 1400 Inyo         | <input type="checkbox"/> 2600 Mono     |                                               |                                           |

### **SOUTHERN CALIFORNIA**

- |                                              |                                           |                                             |                                         |
|----------------------------------------------|-------------------------------------------|---------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> 1300 Imperial       | <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3000 Orange        | <input type="checkbox"/> 3300 Riverside |
| <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 3700 San Diego   | <input type="checkbox"/> 4200 Santa Barbara | <input type="checkbox"/> 5600 Ventura   |

## **ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) ([www.calcareers.ca.gov](http://www.calcareers.ca.gov)) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Department of General Services  
Office of Human Resources  
707 3rd Street, 7th Floor  
West Sacramento, CA  
95605  
Attention:  
Examination Unit  
Phone: (916) 376-5400  
Email: [Exams@dgs.ca.gov](mailto:Exams@dgs.ca.gov)

## QUALIFICATIONS ASSESSMENT

### START HERE FOR THE QUALIFICATIONS ASSESSMENT.

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

1. Answer inquiries received from design professionals, building developers, contractors, consultants, building officials, state agencies, colleges, universities, and others in the construction industry regarding the requirements for the construction of buildings and structures in accordance with Title 24, statute, and Administrative Procedure Act.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

2. Research Federal, State laws and regulations that require buildings and facilities to be accessible to and usable by persons with disabilities.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

3. Reviews, analyzes, and prepares written reports adopting agencies' building standards for compliance with the Government Code, Health and Safety Code and the California Code of Regulations.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

4. Collaborates with staff using input from internal and external stakeholders to prepare background information and justification for the development of new regulations or policies.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months  
☐ 25 months to 48 months  
☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

5. Participates in the development of Title 24, California Building Standards Code development process adoption and presents building standards proposals to the commission.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months  
☐ 25 months to 48 months  
☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

6. Assists with and presents at various committee meetings, composing written reports of the meetings, to support the technical review of proposed building standards.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months  
☐ 25 months to 48 months  
☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

7. Monitors, manages, and tracks the proofing process of the approved and adopted building standards for publication in Title 24, California Building Standards Code.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months  
☐ 25 months to 48 months  
☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

8. Participates in precycle public meetings and code advisory committee meetings to solicit public input and to provide detailed information on issues related to the development of proposed building standards.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months  
☐ 25 months to 48 months  
☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

9. Participates in training sessions related to laws regulations, concepts, polices and protocols to ensure buildings and facilities are following CCR-Title 24.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months  
☐ 25 months to 48 months  
☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

10. Conduct informational and technical training sessions for stakeholders to educate and advise them of the laws and regulations, changing concepts, policies and effective protocols related to new programming advances.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

11. Conduct preliminary meetings to review and direct the early stage of design preparation.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

12. Assists in the development of government programs, building standards and services in response to new mandates and legislation.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**13.** Develop and conduct training, educational workshops and building standards rulemaking processes for state agencies, design professionals, local enforcement, building industry representatives and the general public.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**14.** Prepare written staff analysis on legislative bills.

**Select one that best relates to the length of your experience performing this task:**

- ☐ 49 plus months
- ☐ 25 months to 48 months
- ☐ Zero to 24 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**THIS CONCLUDES THE TASK ASSESSMENT**

**PLEASE CONTINUE TO THE KNOWLEDGE, SKILL OR ABILITY ASSESSMENT ON THE NEXT PAGE**

## QUALIFICATIONS ASSESSMENT- KNOWLEDGE, SKILL OR ABILITY

Your knowledge, skill or ability includes your education, training courses, and/or work experience (paid or not paid).

Read each statement carefully and select the option that best relates to your knowledge, skill, or ability (KSA).

1. Knowledge of various materials and systems used in building construction.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

2. Current technology used in communication and the preparation and development of architectural drawings.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

3. Basic use of personal computer software, including electronic mail, data base, word processing spreadsheets, etc. to effectively document, develop reports, and communicate with clients, staff, and management.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

4. Communicate effectively at a technical/professional level required for successful job performance.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail



5. Detect errors, omissions, and discrepancies in regulatory documents, plans and specifications.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

6. Organize data, prepare reports and specifications in a clear and concise form.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

7. Act as a Lead-Person on less difficult projects.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied in the most difficult/complex situations
- ☐ Possess sufficient KSA applied with general supervision
- ☐ Possess some KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

8. Analyze situations accurately and pursue an effective course of action.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

9. Communicate effectively through public speaking.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

10. Establish and maintain cooperative and professional level relationships with persons contacted during a project to achieve compliance, departmental goals, and objectives.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

11. Read, analyze, and interpret laws, regulations, technical codes, reports, and procedures.

**Select one that best describes your knowledge, skill, or ability (KSA):**

- ☐ Applied extensive KSA in the most difficult/complex situations
- ☐ Possess moderate KSA applied with general supervision
- ☐ Possess limited KSA but require additional instruction
- ☐ No KSA on how to perform the task or what it may entail

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT**

**PLEASE COMPLETE AFFIRMATION STATEMENT ON THE NEXT PAGE**

---

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

It is a violation of Government Code Section 18935 "to practice any deception or fraud" on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE**